

25 July 1956

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Comments on Proposal for an Agency Regulation on Records Management.

1. General - OK

2. Scope

Para. a. Very good

Para b(2) - Change to read: "Correspondence Management - The application of improved standards and procedures to improve the quality of correspondence and to reduce its cost"

Para b(5) I like combining "File Standards" and "Records Systems" under "Records Maintenance"

3. Policies

Para 3a(5) Suggest adding "and preserving" in the first line to provide for the archival function of the Center.

Believe the sentence on compartmentalization is appropriate - It's what we're doing.

4. Responsibilities

4a(2) - Won't this require that each Deputy Director set up a forms program for the control of his internally used forms? If DD/P does this, why shouldn't DD/I and DD/S, unless these two DD's want RMS to wear "three hats" (as we now do)?

for RMS review of component programs.
So what! We're accepted in DD/I
and DD/S areas now. They welcome
our review. I'm satisfied that we
do not need a provision for this
review.

Para 4a(2) - Doesn't this liaison with
"other Agencies of the Government"
conflict with the liaison
responsibilities of RMS set forth
in Para. 4a(5)?

All-in-all, I think the proposed
draft is very workable.



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